Sacred Heart Schools, Atherton (SHS) is seeking excellent candidates for lower and middle school on-call substitute teachers.

**Organization Overview**
Founded in 1898, SHS is a Roman Catholic, coeducational, independent school and is comprised of four divisions: SHS Preschool and Kindergarten, SHS Lower and Middle Schools for grades one through eight, and Sacred Heart Preparatory for grades nine through twelve.

Located on a beautiful 64-acre campus in the San Francisco Bay Area, SHS is one of 23 schools in the U.S. Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. The school's mission is to educate the whole child to be a leader who loves God and serves others.

SHS employs over 300 full- and part-time women and men with a strong commitment to diversity. Nearly 25% of the 1,000+ students are students of color; a significant percentage of the student body receives need-based tuition assistance; many graduating seniors earn recognition in the National Merit Scholarship program; 100% of our graduates are accepted into four-year colleges.

**Summary of Position**
Successful candidates will be responsible for on-call substitute teaching at the lower/middle school upon the long- or short-term absence of an incumbent teacher. **Required** qualifications include experience teaching in the classroom and/or student teaching experience, as well as a BA degree. Preferred qualifications include a Multiple Subject Credential and MA degree.

Long- and short-term substitute teachers are responsible for:
- making every effort to be available for work when called.
- carrying out the responsibilities, as appropriate, as a substitute for the incumbent teacher.
- following the plan for the day's work as outlined by the teacher.
- supervising students during recess and lunch periods.
- reporting all accidents or injuries to the office.
- accurately tracking time worked in the timekeeping system; the typical school day is 7:30 a.m. – 4:00 p.m.
- other responsibilities as assigned.

**Required Knowledge and Skills for All Teaching Positions at SHS**
- Strong teaching ability; enjoy working with children and adolescents.
- Fluency in reading, writing and speaking in English.
- Excellent verbal and written skills, as well as outstanding interpersonal skills.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the SHS community.
- Obvious passion for the academic subject matter being taught.
- Commitment to equity and inclusion.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs.
- Excellent attendance and punctuality.
- A clear understanding of and appreciation for the educational philosophy of the school as articulated in the Goals and Criteria of a Sacred Heart education.

**Employment**
The advertised position offers competitive compensation. SHS has a policy of making health and welfare benefits available to employees, including long-term substitute teachers who meet the requisite criteria, based on the length of assignment and subject to the plan parameters, including medical, dental and vision coverage. Short-term substitutes may also meet eligibility for benefits mandated by the California Sick Leave Act and the Affordable Care Act.

To Apply
Please apply via email by sending a resume to hr@shschools.org.
You MUST indicate LMS subs in the subject line of the e-mail.
Please do not contact the Schools by phone or by an unscheduled visit in person.

You may choose to mail your resume to:

Sacred Heart Schools
150 Valparaiso Avenue
Atherton, CA 94027
Attention Human Resources: LMS subs

Submissions will be reviewed on a rolling basis.

Pre-employment background screening is required for all positions.

For more information on Sacred Heart Schools, Atherton, please see our website at: http://www.shschools.org.

Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.

As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.